

CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
announces
An Unclassified Position for

Executive Secretary to the Chief of Police.....Salary: \$23.66 - \$26.61 hourly

(TO CREATE AN EMPLOYMENT LIST)

This is a non-union position

JOB SUMMARY: Performs highly responsible and confidential secretarial and office administrative work in the Police Department, develops office procedures and relieves the Police Chief of office administrative tasks.

SUPERVISION RECEIVED: Works under the supervision of a Police Chief in accordance with departmental rules, regulations and policies. Independently performs duties, exercising judgment and tact in answering inquiries and determining correct courses of action in matters warranting the Police Chief's attention.

EXAMPLES OF ESSENTIAL DUTIES:

1. Answers inquiries from the general public concerning departmental and city programs, policies and procedures.
2. Prepares and completes a variety of correspondence, memoranda, forms, notices, and reports;
3. Maintains office filing system; maintains reference file of correspondence, memoranda, purchase orders, personnel orders, and a variety of other materials.
4. Compiles statistics for departmental reports; takes and transcribes notes from internal department meetings.
5. Performs basic bookkeeping; takes and records fees; maintains office petty cash accounts; and monitors department expenditures and revenues.
6. Coordinates maintenance of all office equipment; requisitions supplies and maintains records of expenditures.
7. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Considerable knowledge and experience in contemporary executive office practices and procedures. Demonstrated proficiency in business English, spelling, grammar, and basic mathematic skills. Ability to perform business-related functions with a desktop computer and knowledge of standard secretarial and office software applications. Ability to type accurately and rapidly. Ability to transcribe and create letters and documents. Ability to communicate clearly and effectively in oral and written form and to effectively listen. Ability to create and maintain accurate filing systems. Ability to establish and maintain effective working relationships with other employees and with the public.

MINIMUM QUALIFICATIONS REQUIRED: Graduation from a standard high school supplemented by specialized training in secretarial skills and four years of increasingly responsible experience in secretarial and office administrative work; **OR** any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIAL REQUIREMENT: The successful candidate must pass a thorough background investigation regarding criminal history and suitability to work within a confidential law enforcement environment.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS: Performs duties in a climate-controlled environment. Routinely and intermittently exposed to computer screen. May be required to lift light to medium weights, for example, ledgers, office supplies, etc. Some degree of stress in public contact.

PROBATIONARY PERIOD: The probationary period for this position shall be six (6) months.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination.

SPECIAL REQUIREMENT FOR CITY OF NEW BRITAIN RESIDENTS: Proof of domicile shall be filed at the time of filing the application. (Please see form attached).

Applications must be on file with the Civil Service Commission/Personnel, Room 409, City Hall, no later than Friday, January 21, 2011 at 4:00 P.M. Application forms may be obtained at the office of the Civil Service Commission/Personnel, Room 409, City Hall, 27 West Main Street, New Britain, CT 06051 or downloaded at www.NewBritainCt.gov. Tel. (860) 826-3404.

An EOE/AA/Equal Access Employer